



REQUIRED ITEMS TO PROCESS PCS ORDERS

51 FSS/FSMPD SharePoint Website: <https://osan.eim.pacaf.af.mil/51FW/51MSG/51FSS/MPS/FSMPD/default.aspx>

IMPORTANT REMINDERS

- All documents **MUST** be turned in to Outbound Assignments **AT THE SAME TIME**.
- Scan and email documents to 51fss.fsmpdoutboundasn@osan.af.mil **with the subject line:** Rank, Last Name, First Name, DEROS month
- Orders can be submitted HQ AFPC no earlier than 120-days prior to your DEROS month. Average AFPC turnaround time is **4-6 weeks**.
- Turning in documents late **WILL** delay the processing/receipt of your orders.
- The MPS does not make copies of paperwork. Please ensure you make copies of documents prior to turning them in to the MPS.

FOR ALL MEMBERS

Initial Assignment Brief (IAB)	Located on the vMPF. On page 8 of the IAB, <u>click</u> the hyperlink "notify your MPF".
Assignment Worksheet	Retrieve from 51 FSS SharePoint.
Assignment Selection Info Page	PRINT from vMPF. Go to MPF>Self Service Actions>Assignments>Assignment Selection Info. This page MUST be signed by your supervisor and commander.
Immunizations Letter	* Retrieve template from 51 FSS SharePoint, fill in information. *E-mail to 51 Medical Out Processing (51mdss.sgst.medicaloutprocessing@us.af.mil) for e-signature.
PCS Orders to Osan	Retrieve from PRDA/ARMS. If your orders were amended, provide copies of your amendments as well.
SGLV 8286, SGLI	Retrieve from PRDA/ARMS. SUBMIT 1 COPY.
Travel Reservation Worksheet	Retrieve from 51 FSS SharePoint. <i>TMO uses this worksheet to make your flight reservations. 51 FSS/FSMPD section must send worksheet to TMO.</i>

FOR MEMBERS WITH DEPENDENTS

AF IMT 1466, <i>Dependent Relocation Clearance (w/ red stamp)</i>	Obtain from TRICARE office (784-9042/5155). IMPORTANT! This form is required for all dependents PCSing overseas and for "Q" coded (EFMP) dependents traveling to the CONUS. This form must be dated within 6 months of the DEROS month.
AF IMT 4380, <i>Special Needs Screener</i>	Retrieve from 51 FSS SharePoint. Required if dependents are remaining in CONUS regardless if they have a special need or not.
Passport Letter	Retrieve from 51 FSS SharePoint. Required for dependents PCSing overseas.
AF Form 965, <i>Overseas Tour Election Statement</i>	Retrieve from 51 FSS SharePoint. Required for dependents PCSing overseas.
DD Form 1172, <i>Verification of Dependent Status</i>	MANDATORY Obtain from the MPS Customer Support Element. Must have updated addresses for dependents.

FOR MEMBERS PCSing OVERSEAS

Medical Clearance Letter	* Members with DEROS prior to Apr 2013: Retrieve letter from vMPF. * Members with DEROS of Apr 2013 or later: Retrieve template from 51 FSS SharePoint, fill in information. *E-mail to 51 Medical Out Processing (51mdss.sgst.medicaloutprocessing@us.af.mil) for e-signature. This form cannot be completed no earlier than 120-days from DEROS. Required for members who have Assignment Limitation Code 31 or C1.
Dental Clearance Letter	* Members with DEROS prior to Apr 2013: Retrieve letter from vMPF. * Members with DEROS of Apr 2013 or later: Retrieve template from 51 FSS SharePoint, fill in information. *E-mail to 51 Medical Out Processing (51mdss.sgst.medicaloutprocessing@us.af.mil) for e-signature.
COT Deferment Letter	Retrieve from 51 FSS SharePoint. Required for members who desire to defer their COT leave.
DD Form 4, pg 1, (for Enlisted)	Retrieve from PRDA/ARMS. This form is required if you will be taking COT leave en route.
EAD (for Officers)	Retrieve from PRDA/ARMS. This form is required if you will be taking COT leave en route.

REQUIRED AS APPLICABLE

Security Clearance Letter	Retrieve from vMPF. Required for members with an expired/expiring clearance or if a higher clearance is needed for projected assignment.
51 FW Form 13, <i>Authorization for Off-base Housing OR Authorization to Reside Off-base memorandum</i>	Obtain from Housing Office (784-1840/5356). This applies to members who resided off-base.
Circuitous Travel Letter	Retrieve from 51 FSS SharePoint. Required for members who desire to purchase tickets instead of taking the rotator. Must be completed NLT 120 days from DEROS.
Overseas Leave Request	Retrieve from 51 FSS SharePoint. Must be completed NLT 120 days from DEROS.
Vehicle Storage Contract	Obtain from American Auto Logistics (http://www.wherismypov.com). Required for members who stored their vehicle at government expense.
Alaska Marine Highway Letter	Retrieve from 51 FSS SharePoint. Only required for members who elect to drive to Alaska.
Completed TDY RIP	Obtain from Formal Training Office. Required for those individuals who have training en-route to gaining location.
Personnel Processing Code (PPC) Requirements	You will be notified by Outbound Assignments of any PPC requirements.
Follow-On/Home Basing Application	Apply via vMPF. Self Service Actions>Assignments>Follow-On/Home Basing Application. Required for members who have an assignment to another short tour location.

As of 20 Feb 2013